

# Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)

Cathy Haskell Legislative Clerk



## **LEGISLATIVE SUPPORT AGENDA THURSDAY, DECEMBER 7, 2023**

### **MINUTES**

- Approval of November 9, 2023 minutes

### **FINANCIAL**

- Year to Date Budget Report
- County Auditor Accounts Payable Update

### **OLD BUSINESS**

- November 2023 Meetings
- Legislative Conference Room Chairs

### **NEW BUSINESS**

- December 2023 Legislative Meeting
- Review of First Special & Organizational Meeting 2024 Agenda
- MEETING CANCELLATION - 2<sup>nd</sup> Legislative Worksession – December 21, 2023
- SAVE THE DATE! NYSAC Legislative Conference – February 26-28, 2024 (Albany)

### **PERSONNEL**

- Deputy Legislative Clerk – FMLA until February 20, 2024

### **RESOLUTIONS**

- L01 – Fix Time of Organizational Meeting
- L02 – Adopt County Budget for 2024, Appropriations and Salary Schedule
- L07 – Authorizing a One-Year Extension of the Tioga County Remote Work Policy – Pilot Program
- L19 – Amend Employee Handbook: Section VI. Travel Policy and Procedures, Subsections V. Reporting and Processing on Return from Approved Travel; VI. Transportation Expenses Allowed; VII. Meal Allowances; and VII. Lodging
- L23 – Appoint Directors Soil & Water Conservation District
- L25 – Authorize Contract with Pracademic Partners for Executive Search for County Administrator Position
- L47 – Authorization for Tioga County Legislature Approval of the Issuance of Revenue Bonds by the Central Bradford Progress Authority (CBPA) and Declaring that it is Desirable for the Health, Safety and Welfare of the People of Tioga County, NY and Other Areas for the CBPA to Finance, Certain Facilities Serving the People of Tioga County, NY

### **PROCLAMATIONS**

- None

### **ADJOURNMENT**

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TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12								
ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED	
<b>A1010 Legislative Board</b>								
A1010 510010 Full Time	269,807	0	269,807	240,302.09	.00	29,504.91	89.1%	
A1010 510050 All Other(On Call,	9,894	0	9,894	5,764.64	.00	4,129.01	58.3%	
A1010 540010 Advertising	350	250	600	339.17	240.80	20.03	96.7%	
A1010 540140 Contracting Service	100	-84	16	16.20	.00	.00	100.0%	
A1010 540180 Dues	100	60	160	160.00	.00	.00	100.0%	
A1010 540320 Leased/Service Equ	2,600	84	2,684	1,961.77	568.02	154.01	94.3%	
A1010 540340 Literature	545	0	545	464.02	.00	80.98	85.1%	
A1010 540390 Mileage Expense	4,650	-1,445	3,205	2,227.29	900.00	77.71	97.6%	
A1010 540420 Office Supplies	1,000	-500	500	360.77	.00	139.23	72.2%	
A1010 540480 Postage	315	0	315	244.44	.00	70.56	77.6%	
A1010 540485 Printing/Paper	350	155	505	501.28	.00	3.72	99.3%	
A1010 540520 Recording/Microfil	350	40	390	388.00	.00	2.00	99.5%	
A1010 540640 Supplies (Not Offi	400	243	643	541.00	.00	102.00	84.1%	
A1010 540660 Telephone	1,205	-60	1,145	586.95	.00	558.05	51.3%	
A1010 540732 Training/County Re	2,200	1,500	3,700	3,584.47	.00	115.53	96.9%	
A1010 581088 State Retirement F	35,538	0	35,538	28,149.63	.00	7,388.79	79.2%	
A1010 583088 Social Security Fr	19,834	0	19,834	17,764.56	.00	2,068.96	89.6%	
A1010 584088 Workers Compensati	15,917	0	15,917	13,211.97	.00	2,705.27	83.0%	
A1010 585588 Disability Insuran	204	0	204	125.28	.00	78.44	61.5%	
A1010 586088 Health Insurance F	192,221	0	192,221	141,896.58	.00	50,324.62	73.8%	
A1010 588988 Eap Fringe	190	0	190	158.05	.00	32.31	83.0%	
<b>TOTAL Legislative Board</b>	<b>557,770</b>	<b>243</b>	<b>558,013</b>	<b>458,748.16</b>	<b>1,708.82</b>	<b>97,556.13</b>	<b>82.5%</b>	
<b>TOTAL General Fund</b>	<b>557,770</b>	<b>243</b>	<b>558,013</b>	<b>458,748.16</b>	<b>1,708.82</b>	<b>97,556.13</b>	<b>82.5%</b>	
<b>TOTAL EXPENSES</b>	<b>557,770</b>	<b>243</b>	<b>558,013</b>	<b>458,748.16</b>	<b>1,708.82</b>	<b>97,556.13</b>		

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## COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – NOVEMBER 2023

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
November	960	\$2,552,364.28	135	\$32,508.44

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## Legislative Support Minutes

November 9, 2023

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Brown, Ciotoli, Flesher, Monell, Mullen, Roberts, Sauerbrey, Standing, and Weston were present.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Budget Officer Bailey, Personnel Officer Parke, and Sheriff Howard.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Monell to approve the October 5, 2023 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2023 YTD Budget Report:** The 2023 Legislative Office YTD Budget Report is included in today's committee agenda packet and was mailed to all Legislators and posted on the County website prior to this meeting. As a point of information, Ms. Haskell reported the Leased Service/Equipment line is for the copier outside the Legislative Office and the Legislative Office is responsible for the monthly maintenance and usage expenses. Previously, Information Technology would charge back each Department based on their own usage. Ms. Haskell reported this line is almost near depletion, therefore, she will need to transfer funds within her budget to cover the expenses for the remainder of the year. Ms. Haskell reported she has spoken to Chief Information Officer Loveland about the possibility of reinstating departmental charge backs if the usage continues to trend upward. For now, no changes are needed, as Ms. Haskell reported her budget can maintain these costs.

**County Auditor Accounts Payable Report:** Legislative Clerk Haskell reported the following accounts payable report for the month of October 2023 and noted this report is included in today's committee agenda packet:

Month/Quarter	AP Invoices	AP Total	P-Card Transactions	P-Card Total
October	672	\$3,438,548.99	193	\$44,404.15

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## OLD BUSINESS

### **October 2023 Meetings:**

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in October 2023:

- Tenth Regular Meeting – October 10, 2023
- Public Hearing: LL Introductory No. E of 2023 – October 19, 2023
- Fourth Special Meeting – October 19, 2023

The Legislative Clerk attended the following meetings/events in October 2023:

- Legislative Standing Committees – October 3 and 5, 2023
- Legislative Worksessions – October 5 and 19, 2023
- Finance, Legal & Safety Committee – October 10, 2023
- Tenth Regular Legislature Meeting – October 10, 2023
- Executive Team Meeting – October 12, 2023
- Public Hearing: LL Introductory No. E of 2023 – October 19, 2023
- Fourth Special Legislature Meeting – October 19, 2023
- County Intranet Webinar Training – October 19, 2023
- Leaders Meeting – October 24, 2023

**Legislative Conference Room Chairs:** Ms. Haskell reported Public Works submitted a resolution to transfer funds for the purchase of new conference room chairs. Ms. Haskell notified the vendor that she would be placing an order following the adoption of the resolution at the November 14, 2023 Legislature meeting. The vendor indicated an approximate turnaround time of 2-3 weeks, and this information has been conveyed to Public Works. The existing conference room chairs will be transferred to the Public Works Conference Room.

**Local Law No. 4 of 2023 – Establish Position of County Administrator:** Ms. Haskell reported she received filing notification from the State that Local Law No. 4 of 2023 was filed on September 27, 2023.

**Local Law Introductory No. E of 2023 – Mandatory Source Separation Law:** Ms. Haskell reported the Public Hearing was held on October 19, 2023 with no public comment. The resolution for adoption of Local Law No. 5 of 2023 – Mandatory Source Separation Law will be presented for Legislature consideration at the November 14, 2023 Legislature meeting. This local law will repeal and replace Local Law No. 1 of 2020 entitled the same. Upon adoption, Ms. Haskell will mail the certified copies to the State entities for filing and publish a legal notice in the designated newspapers.

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## NEW BUSINESS

**2024 Tentative Budget Public Hearing:** Ms. Haskell reported Budget Officer Bailey will be presenting the 2024 Tentative Budget at the public hearing scheduled for Tuesday, November 14, 2023 at 10:00 a.m. in the Hubbard Auditorium. The legal notices have been published in the designated newspapers, as well as posted on the County website. Ms. Haskell reported a quorum is required for this public hearing.

**DATE CHANGE: 2<sup>nd</sup> Legislature Worksession – TUESDAY, November 21, 2023:** Due to the Thanksgiving holiday, Ms. Haskell reported the 2<sup>nd</sup> Legislative Worksession in November has been rescheduled to Tuesday, November 21, 2023 at the regularly scheduled time of 10:00 a.m. in the Legislative Conference Room.

### November 2023 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Roberts will lead us in the prayer, pledge and voting process at the November 14, 2023 Legislature meeting.
- **Proclamation (1):** There is one proclamation that has been read and presented previously, therefore, will just be noted in the minutes of the November 14, 2023 Legislature meeting.

#### ✓ **Adoption Awareness Month**

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the November 14, 2023 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported there is a possibility of a late-file resolution from the Treasurer's Office for next week's Finance, Legal & Safety Committee.

## RESOLUTIONS

Ms. Haskell presented two (2) resolutions for Legislature consideration:

- ✓ K01 - Adopt Local Law No. 5 of 2023
- ✓ K25 - Appointment of Republican Election Commissioner (Board of Elections) – Ms. Haskell reported she received the Republican Committee's Certificate of Recommendation for Kelly Johnson to serve as the Election Commissioner due to Vera Lin Layman's retirement effective December 2, 2023.

With no objections noted, the Legislators were in favor of moving these two (2) resolutions forward for Legislature consideration at the November 14, 2023 Legislature meeting.

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## OTHER

- **Southern Tier Food Bank Holiday Backpack Repack Event** – Ms. Haskell reported she received an invitation for the Legislators, that she forwarded via email, to participate in this event on Wednesday, December 6, 2023 from 3:00 – 4:30 p.m. at the M-E High School to fill packs of food for students to take home during the holiday break.
- **NY Citizens Audit Group Request** – Legislator Mullen presented the request from the NY Citizens Audit Group for a resolution in support of an audit of the NYS 2022 General Election at this week's Administrative Services Committee. After discussion, the Committee was unanimously not in favor of drafting a resolution for Legislature consideration. Following this meeting, the outcome was conveyed to the NY Citizens Audit Group member.

## EXECUTIVE SESSION

None

## ADJOURNMENT

Meeting adjourned at 2:50 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk

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REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -23 FIX TIME OF ORGANIZATIONAL MEETING

RESOLVED: That the Organizational Meeting of this Legislature be held at 9:00 a.m., Tuesday, January 2, 2024.



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REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 ADOPT COUNTY BUDGET FOR 2024,  
APPROPRIATIONS AND SALARY SCHEDULE

RESOLVED: That the tentative budget for Tioga County for the year 2024 submitted by the Budget Officer on November 14, 2023 and approved by the Finance Committee be, and the same hereby is adopted as the official Budget for the year 2024; and be it further

RESOLVED: That the several amounts specified in such budget as to the total for the several objects as set forth in Schedule 1 therein be appropriated for such objects, effective January 1, 2024; and be it further

RESOLVED: That the full-time Salary Schedule 5 set forth in the budget be adopted effective January 1, 2024.

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REFERRED TO: LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AUTHORIZING A ONE-YEAR EXTENSION  
OF THE TIOGA COUNTY REMOTE WORK POLICY-  
PILOT PROGRAM

WHEREAS: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023 revising the Tioga County Remote Work Policy-Pilot Program in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023 revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies; and

WHEREAS: Tioga County's current Remote Work Policy-Pilot Program is effective January 1, 2022 – December 31, 2023; and

WHEREAS: The Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts; therefore be it

RESOLVED: That the Legislature is authorizing a one-year extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of December 31, 2024; and be it further

RESOLVED: That the Remote Work Policy-Pilot Program remains unchanged.

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REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 AMEND EMPLOYEE HANDBOOK:  
SECTION VI. TRAVEL POLICY AND PROCEDURES,  
SUBSECTIONS V. REPORTING AND PROCESSING ON RETURN  
FROM APPROVED TRAVEL; VI. TRANSPORTATION EXPENSES  
ALLOWED; VII. MEAL ALLOWANCES, AND VIII. LODGING

WHEREAS: Section VI. Travel Procedures and Procedures has several Subsections in need of revision for the purpose of clarification; therefore be it

RESOLVED: That Section VI. Travel Policy and Procedures, Subsections V. Reporting and Processing on Return from Approve Travel, VI. Transportation Expenses Allowed, VII. Meal Allowances, and VIII. Lodging are hereby amended as follows:

## **SUBSECTION V. REPORTING AND PROCESSING ON RETURN FROM APPROVED TRAVEL**

- A. Except for incidental expenses, claims require the review and approval of such charges by the authorizing official prior to being audited and approved.

## **SUBSECTION VI. TRANSPORTATION EXPENSES ALLOWED**

E. Public transportation such as taxi, bus, subway, train, or Uber fare at travel destination may be reimbursed without receipt, if in the opinion of the County Auditor, County Treasurer, or appropriating auditing agency, circumstances were such that receipts were not obtainable, the receipt requirement may be waived.

## **SUBSECTION VII. MEAL ALLOWANCES**

- A. The County will pay a total per-diem rate for travel. The per-diem rate shall be based upon Standard Daily Rate of \$65.00 for all travel within New York State according to the time the travel takes place and the Meal Reimbursement Allowance Breakdown Rates:

Breakfast: \$14.00  
Lunch: \$16.00  
Dinner: \$30.00  
Incidentals: \$5.00

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C. Based on the NYS Standard Daily Rate or Out-of-State GSA rates in effect at time of travel:

1. Meals will be allowed as follows at time of travel:
  - a. Breakfast – When the time of departure from home at the beginning of the trip necessarily occurs before 7:00 a.m.
  - b. Lunch – When the employee is away from their office for more than one-half of the employee's normal workday.
  - c. Dinner – When the time of return home at the conclusion of a trip necessarily occurs after 7:00 p.m.

Meal costs, which are part of a package conference fee, will be allowed even if they exceed these guidelines. Additionally, employees are not eligible for a meal per-diem if the meal is included in the conference and/or hotel fee. This includes a continental breakfast.

## **SUBSECTION VIII. LODGING**

Removal of Paragraph C. related to telephone and postage charges.

And be it further

RESOLVED: That the remainder of this policy remains unchanged.

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REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -23 APPOINT DIRECTORS  
SOIL & WATER CONSERVATION DISTRICT

RESOLVED: That Legislators W. Jake Brown and Tracy Monell are hereby appointed Directors of the Tioga County Soil & Water Conservation District for a one-year term on January 1, 2024 through December 31, 2024; and be it further

RESOLVED: That Eileen Selnekovic be hereby re-appointed as the Director at Large to the Soil and Water Conservation District Board for a three-year term of January 1, 2024 – December 31, 2026.